

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 18, 2003

Division: Growth Management

Bulk Item: Yes X No

Department: Planning

AGENDA ITEM WORDING: Approval for the Growth Management Division to solicit a Request for Proposals to hire a consultant firm to prepare a Harbor reservation/Redevelopment Area and A Corridor Enhancement Plan for Stock Island.

ITEM BACKGROUND:

The purpose of this Request for Proposals is to assist in two elements of the Livable CommuniKeys Program, a local government neighborhood planning effort, for Stock Island in the Florida Keys. Technical assistance is needed to examine the existing uses within the Safe Harbor Marine Industrial Area to determine what portions the plan should encourage and support and what uses are in need of redevelopment. The second element where technical assistance is needed is corridor enhancement of the two main thoroughfares on Stock Island. While these corridors are connected to the Safe Harbor area, they also extend through the main residential and commercial areas of Stock Island. By enhancing these two major street corridors, the functional connectivity and the aesthetic feel of the entire community will be improved.

PREVIOUS RELEVANT BOCC ACTION: None

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval

TOTAL COST: \$100,000 (Maximum)

BUDGETED: Yes X No

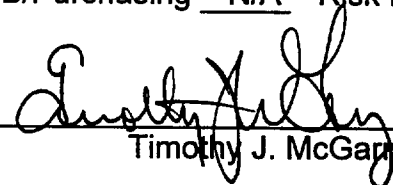
COST TO COUNTY: \$100,000 (Maximum)

SOURCE OF FUNDS: Fund 148-MSTD

REVENUE PRODUCING: Yes N/A No **AMOUNT PER MONTH** N/A **Year**

APPROVED BY: County Atty N/A OMB/Purchasing N/A Risk Management N/A

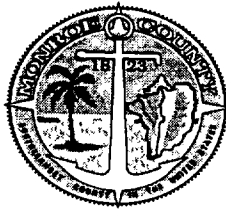
DIVISION DIRECTOR APPROVAL:


Timothy J. McGarry, AICP

DOCUMENTATION: Included X To Follow Not Required

DISPOSITION:

AGENDA ITEM # 125



To Perspective Respondents:

RE: Request for Proposals (RFP) for the –

**PROFESSIONAL SERVICES TO PREPARE A HARBOR
PRESERVATION/REDEVELOPMENT AREA AND A CORRIDOR ENHANCEMENT
PLAN FOR STOCK ISLAND IN THE FLORIDA KEYS**

We are pleased that you have shown an interest in assisting Monroe County in its effort to prepare and plan for the future land use needs, and community sustainability of Stock Island in the Florida Keys.

Our target respondents are urban design and planning firms that are experienced in analyzing land use needs and development trends for economic development and community sustainability. The respondents should be experienced in preparing plans that include a full range of programmatic and regulatory recommendations. The County is seeking qualified, objective groups that have the ability to understand the unique issues of Stock Island and the Florida Keys.

The RFP Review Committee and the Board of County Commissioners (BOCC) looks forward to your participation in this effort.

Attached are:

- Notice of Request for Proposals.
- Specifications for Request for Proposals.
- Review Criteria.
- Approximate Project Schedule.
- Livable CommuniKeys Plan (Report and planning guidelines).

As you are aware, Requests for Proposals were made available on June 18, 2003. Responses must be submitted no later than 11:00 AM, August 1, 2003.

The County has assembled a Request for Proposals Review Committee consisting of the Director of the Growth Management Division, the Director of the Planning & Environmental Resources Department, the Director of the Lower Keys Planning Team, and the Stock Island Community Planner.

Responses will be opened officially August 1, 2003. The RFP Review Committee will meet as soon after that as possible to begin a review of the Proposals. Review will be completed August 15, 2003 and results of the review recommending the most qualified firm will be reported to the BOCC at its August 20, 2003 meeting. A contract for services will be negotiated with the firm selected by the BOCC, and the contract shall be presented to the BOCC at its September 17, 2003 meeting. The project would begin approximately September 17, 2003.

We look forward to your response.

Sincerely,

K. Marlene Conaway
Director of Planning & Environmental Resources

NOTICE OF CALLING FOR BIDS

NOTICE IS HEREBY GIVEN TO PROSPECTIVE BIDDERS that on August 1, 2003, at 11:00 AM the Monroe County Purchasing Office will open sealed bids for the following:

PROFESSIONAL SERVICES TO PREPARE A HARBOR PRESERVATION /REDEVELOPMENT AREA AND A CORRIDOR ENHANCEMENT PLAN FOR STOCK ISLAND IN THE FLORIDA KEYS

Specifications may be requested from DemandStar by Onvia by calling 1-800-711-1712 or by going to the website www.demandstar.com OR www.co.monroe.fl.us. The Director of Growth Management at 305/289-2500 should receive technical questions, no later than July 21, 2003.

Bidders must submit (7) signed originals and one (1) complete copy of each bid in a sealed envelope marked on the outside, "Sealed Bid for **PROFESSIONAL SERVICES TO PREPARE A HARBOR PRESERVATION/REDEVELOPMENT AREA AND A CORRIDOR ENHANCEMENT PLAN FOR STOCK ISLAND IN THE FLORIDA KEYS** addressed and delivered either by person or by mail, preferably by special delivery, registered mail to:

Purchasing Office
1100 Simonton Street, Room 2-213
Key West, FL 33040

All bids must be received by the County Purchasing Office before 11:00 AM, August 1, 2003. Any bids received after this date and time will be automatically rejected. Faxed or emailed bids will also be automatically rejected.

All bids must remain valid for a period of ninety (90) days. The Board will automatically reject the bid of any person or affiliate who appears on the convicted vendor list prepared by the Department of General Services, State of Florida, under Sec. 287.133(3)(d), FS (1997).

All bids, including the recommendation of the County Administrator and the requesting Department Head, will be presented to the Board of County Commissioners of Monroe County, Florida, for final awarding or otherwise. The Board reserves the right to reject any and all bids, to waive informalities in any or all bids, and to readvertise for bids; and to separately accept or reject any item or items of bid and to award and/or negotiate a contract in the best interest of the County.

Dated at Key West this 19th day of June, 2003.

Monroe County Purchasing Department

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES TO PREPARE A HARBOR PRESERVATION/REDEVELOPMENT AREA AND A CORRIDOR ENHANCEMENT PLAN FOR STOCK ISLAND IN THE FLORIDA KEYS

PURPOSE

The purpose of this Request for Proposals is to assist in two elements of the Livable CommuniKeys Program, a local government neighborhood planning effort, for Stock Island in the Florida Keys. Technical assistance is needed to examine the existing uses within the Safe Harbor Marine Industrial Area to determine what portions the plan should encourage and support and what uses are in need of redevelopment. The second element where technical assistance is needed is corridor enhancement of the two main thoroughfares on Stock Island. While these corridors are connected to the Safe Harbor area, they also extend through the main residential and commercial areas of Stock Island. By enhancing these two major street corridors, the functional connectivity and the aesthetic feel of the entire community will be improved.

BACKGROUND

The Florida Keys encompass a 100-mile long string of islands stretching southwest from Key Largo to the historic city of Key West. The community of Stock Island is located toward the end of this island chain, immediately before entering the city of Key West. It is a working-class community of roughly 4,500 people, the majority of whom work in the service industry. There are approximately 1,900 housing units, the majority of which are mobile home units. It is a vibrant, bustling community with a mix of residential, commercial, office, industrial and commercial fishing land uses within a small area of land. Recently areas of Stock Island including a marina, mobile home park, and abandoned dog track have been approved for redevelopment. Additionally, a number of vacant commercial lots with frontage on US 1, the road that connects the Keys to the Mainland, have also been approved for new development. Because Stock Island is such a small area, it will not take long for redevelopment pressures to spread to the rest of the community. A large portion of Stock Island consists of the Safe Harbor and Peninsular Port area, which are restricted to commercial and industrial port dependent uses, industry, commercial fishing, marinas, and employee housing. This industrial port area is the only one found in the Lower Keys, and with the increasing redevelopment pressures facing Stock Island it is unclear how this harbor will be affected.

Other important aspects of Stock Island that has been identified are the travel corridors, which connect the different areas within the island. The first corridor, Macdonald/Maloney Ave., extends from US 1 through commercial developments, mobile home parks, and commercial fishing processing areas and terminates at a recently redeveloped marina within the Peninsular Port area. This corridor is important not only because it is the only access to the Peninsular Port area of Stock Island, but also because it is a major linkage to US 1 for many residents of existing mobile home parks. The area of this corridor that runs approximately parallel to US 1 before they merge, is currently facing redevelopment pressures. The second major corridor, Fifth Avenue, extends from the largest residential area of Stock Island through the middle of the island and intersects with the Macdonald/Maloney corridor. Fifth Ave. is the main street that residents use to travel from one side of Stock Island to the other. Destinations within the Fifth Ave. corridor include a community park, access to the Safe Harbor Port area, a variety of commercial uses, and a large soon-to-be constructed mixed use commercial/affordable housing development (102 dwelling units). The Fifth Ave. corridor connects a majority of Stock Island residents to the services and jobs within the community and provides the opportunity to clearly define the character of the island.

The Monroe County Planning and Environmental Resources department is beginning the Livable CommuniKeys Plan; a community based planning initiative for the Stock Island area. The CommuniKeys Plan is intended to guide the development of Stock Island for the next 20 years. It will be a combined effort of community input and good planning principles. The consultant's efforts will be to define the port area issues, and make recommendations for the future development of the Safe Harbor/Peninsular Port area. These elements will be incorporated into the Livable CommuniKeys Plan for Stock Island and will include regulations that will create a consistent look and feel for the two major corridor areas.

OBJECTIVES

Safe Harbor/Peninsular Port Area

- Prepare an inventory of the existing uses within the Safe Harbor/Peninsular Port area and identify those uses that serve the commercial fishing industry, the local population, and those that serve the tourist industry.
- Identify the areas within the port area that are essential to the commercial fishing industry and should be maintained and those areas that are underutilized.

- Make recommendations on design standards, signage, and landscaping to enhance the existing character of the port area and provide a seamless transition between differing uses.
- Evaluate the need for public boat slips and dry boat storage, and the potential capacity if the need exists, and the types of services that exist or would be required to support public boat slips and storage facilities.
- Identify suitable areas that could be acquired and/or developed into public access points to the waterfront.
- Identify any areas that, if redeveloped, pose potential environmental concerns.

Corridor Enhancement Areas

- Identify the existing conditions within each corridor area including building setbacks, walkways, and roadway and parking conditions.
- Work with the community to develop a desired vision, or 'look', of each of the corridor areas taking into account areas that are subject to future redevelopment.
- Create development guidelines including building setback requirements, parking, and public walkways necessary to implement the desired vision of the corridors.
- Make recommendations on design standards, signage, and landscaping to enhance the existing character of the port area and bring consistency between different uses.
- Design beautification guidelines for the corridor areas to promote a pleasant vehicular and pedestrian experience including sidewalks, landscaping, street furniture, lighting, etc.

Responses to Request for Proposals Review Criteria

The Review Committee will meet to consider each response to the Request Proposals. The Committee will rank each firm based on the following list of criteria.

The following is the list of criteria and maximum possible in brackets, with which the Committee will evaluate each Response:

- *Professional Qualifications of Project Staff:* Extent of background of key project staff in land use planning with emphasis on commercial development, commercial market and tourism research, and preparation of development standards and regulations for a mixed use residential/commercial development. [30 points]
- *Objective Areas of the RSQ:* Extent to which the Response addresses each objective area of the RSQ and demonstrates an understanding of the needs of Stock Island. [15 points]
- *Experience of Respondent:* Extent to which the Respondent demonstrates that proposed project staff have experience working together on similar efforts with a residential and commercial oriented island community associated with a tourism-based economy. [15 points]
- *Methodology and Analytical Approach:* Extent to which analytical methods and approach to data collection and assessment will successfully achieve objective areas of the RSQ. [15 points]
- *Project Management:* Extent to which Respondent demonstrates a solid management structure that will expeditiously complete the project and be accessible and responsive to the needs of the County project manager. [15 points]
- *Presentation:* Extent to which Respondent demonstrates the ability to provide the community with a charrette that compares proposed development alternatives for both the identified port areas and the identified mainstreets. [10 points]

Project Approximate Review and Completion Schedule

<u>June 18, 2003</u>	Notification of Request for Proposals.
<u>11:00 AM on August 1, 2003</u>	Responses to RFP due.
<u>August 1, 2003</u>	Responses to RFP officially opened.
<u>August 1,2003 to August 15, 2003</u>	Review Committee will review Responses.
<u>August 20, 2003</u>	Board of County Commissioners to consider recommendations of the Review Committee and request that the staff enter into contract negotiations with the chosen respondent.
<u>August 25, 2003</u>	Contract negotiation with chosen respondent.
<u>September 17, 2003</u>	Contract with chosen respondent approved.
<u>September 17,2003 To February 27, 2004</u>	Project initiated and complete.
<u>February 27, 2004</u>	Project complete – all final reports and recommendations complete.
<u>September 30, 2003 To February 27, 2004</u>	Provide on two occasions, technical assistance to the County and Community via presentations (Charrettes).

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder's Signature

Date

NON-COLLUSION AFFIDAVIT

I, _____ of the city
of _____ according to law on my oath, and under penalty of
perjury, depose and say that;

1) I am _____, the bidder making the Proposal
for the project described as follows:

**PROFESSIONAL SERVICES TO PREPARE A HARBOR
PRESERVATION/REDEVELOPMENT AREA AND A CORRIDOR ENHANCEMENT
PLAN FOR STOCK ISLAND IN THE FLORIDA KEYS**

2) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

STATE OF _____
(Signature of Bidder)

COUNTY OF _____
DATE _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, (name of individual
signing) affixed his/her signature in the space provided above on this

_____ day of _____, 20_____.

NOTARY PUBLIC

My commission expires: _____

SWORN STATEMENT UNDER ORDINANCE NO. 10-1990
MONROE COUNTY, FLORIDA

ETHICS CLAUSE

_____ warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former County officer or employee in violation of Section 2 of Ordinance No. 10-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 10-1990. For breach or violation of this provision the County may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.

(signature)

Date: _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed his/her signature (name of individual signing) in the space provided above on this _____ day of _____, 20____.

NOTARY PUBLIC

My commission expires: _____

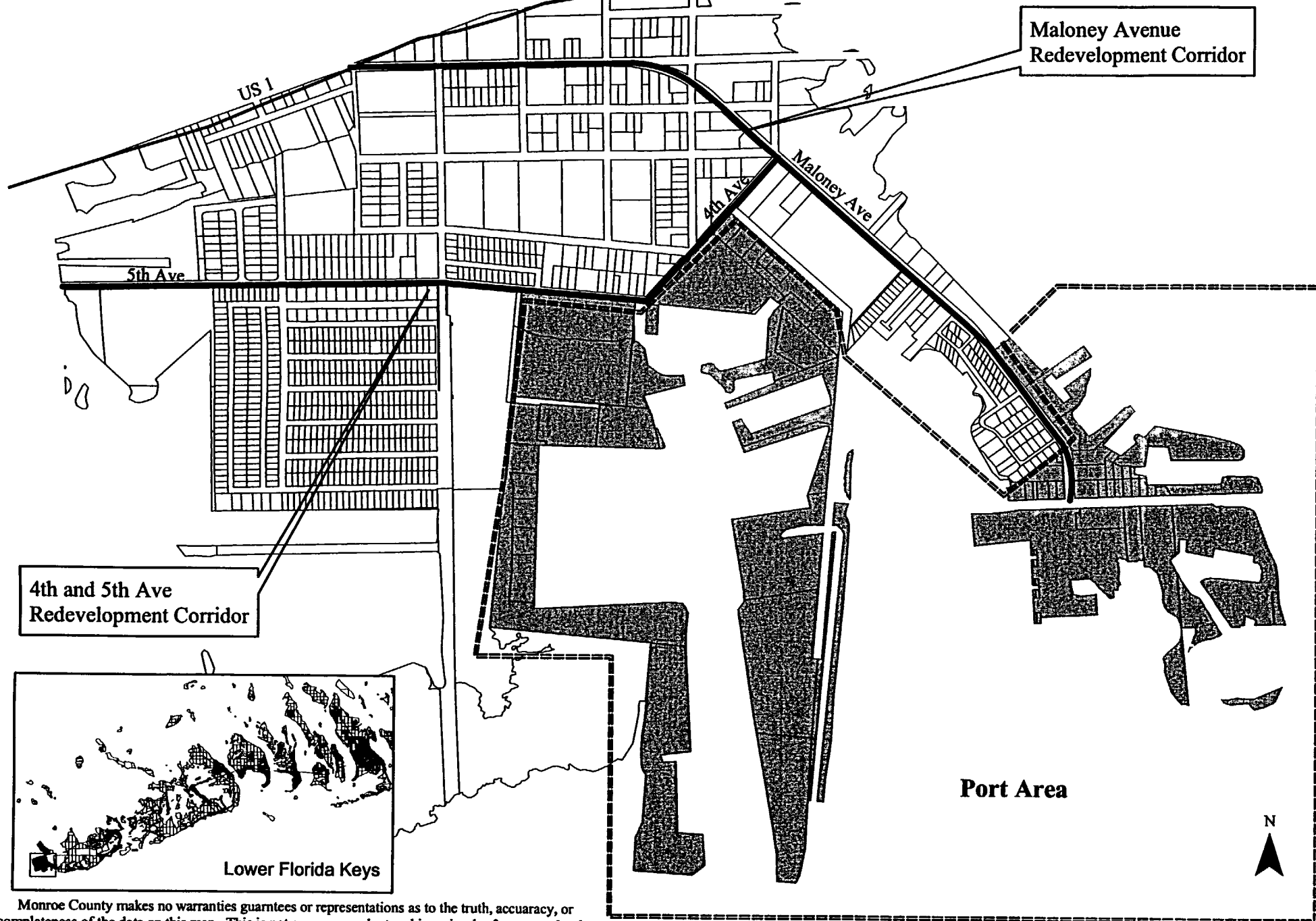
PUBLIC ENTITY CRIME STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

**STOCK ISLAND COMMUNIKEYS OUTLINE
&
AREA MAP**

Stock Island, FL

5



Monroe County makes no warranties, guarantees or representations as to the truth, accuracy, or completeness of the data on this map. This is not a survey product and is a visual reference tool only.

Livable CommuniKeys Program Master Plan Outline

Introduction

- ❖ Plan Definition and Purpose
- ❖ Relationship to 2010 Plan
- ❖ Principals
- ❖ State Legislation
- ❖ Historic Context
- ❖ Demographics
 1. Population
 2. # households
 3. Age Distribution
 4. Average # new permits a year
 5. Medium and average Household Income
 6. Potential Population from existing lots

Community Input

- ❖ Summary of responses to interview questions
- ❖ Survey Results
- ❖ Workshop Results

Plan Foundation

- ❖ Vision
- ❖ Goals
- ❖ Major Concepts

Each Element of Plan

- ❖ Goal
- ❖ Current Conditions Summary
- ❖ Analysis of Community Needs
- ❖ Recommended Policies
- ❖ Recommended Actions
- ❖ Fiscal Implications and Anticipated CIP Projects
- ❖ Maps
 1. From Current Conditions
 2. Proposed changes, locations or facilities

Livable CommuniKeys Current Conditions

Most of this information is available, either from the background reports for the 2010 Plan or from other existing sources, although, they may need to be modified to reflect the planning areas.

Land use

Inventory

- a. Inventory of current developed land uses and acreage
- b. Vacant land/lot inventory and acreage
- c. Current zoning vs. use and acreage

Maps

- a. Inventory of current land uses, vacant land, publicly owned and preservation land
- b. Lands planned for acquisition for preservation
- c. Current zoning.

Transportation

Inventory

- a. Existing State and County roads
 - 1. speed limits
 - 2. lane geometrics
 - 3. Average Daily Trips (ADT)
 - 4. Roadway hazards (poor site distance)
 - 5. Accident occurrence
 - 6. Level of Service (LOS) for US for different segments
 - 7. Planned road improvements (CIP)
- b. Pedestrian and Bikeway Facilities
 - 1. Existing
 - 2. Plan for Overseas Heritage Trail
 - 3. County road system - planned facilities (CIP)
- c. Public transportation opportunities

Maps

- a. Existing Road network and ADTs and LOS
- b. Existing and Planned Pedestrian Facilities and Bikeways

Parks and Recreation

Inventory

- a. Existing and planned public park and recreation facilities
- b. Beach or shoreline access
 - 1. Existing
 - 2. County owned but undeveloped

Maps

- a. Existing and planned public park and recreation facilities
- b. Existing and potential beach or shoreline access

Community Facilities

Inventory (Concurrency report)

- a. Existing Schools, Public Water and Sewer Service, Public Safety facilities and availability(Sheriff, Fire, EMS), Libraries, Senior Centers, County Buildings
 - 1. Existing service area
 - 2. Existing capacity
 - 3. Currently served
 - 4. Projected demand for existing zoning/ROGO timing
- b. Planned facility, capacity and timing
- c. On-lot disposal areas required to upgrade systems
- d. Identified hot and cold spots

Maps

- a. Existing facilities: Schools, Public Safety. Libraries, Senior Centers, County Buildings
- b. Existing Water Service area, if less than island
- c. Existing/planned Sewer Service Area, areas not planned for service and requiring upgrade of on lot system.

Environmental Resources

Inventory

- a. Hammock types
- b. ADID Wetlands Classifications
- c. Endangered Species
- d. Preservation lands owned by the government or private non profits
- e. Lands planned for acquisition

Maps

- a. ADID Wetlands
- b. Hammock

Economic Development and Tourism

Inventory

- a. Industrial/Business uses
 - 1. Employment/number of jobs
 - 2. Tax base
 - 3. Potential for additional development on existing sites or infill
 - 4. Current zoning of sites used for industrial
- c. Commercial
 - 1. Major commercial centers
 - 2. Employment/ number of jobs
 - a. Commercial tax base
 - b. Potential for additional development on existing sites or infill.
 - c. Current zoning on sites with commercial land uses
 - d. Percent of commercial tourism based.
- d. Tourist housing
 - 1. Hotels, motels – rooms
 - 2. RV parks – spaces
 - 3. Vacation rental units
 - 4. Tax base
- e. Commercial and industrial areas that may be in a condition requiring reconstruction.

Maps

- a. Major industrial, business and commercial areas.

Historic, cultural, and archeological resources

Historic context

Inventory

- a. Archeological Features
- b. Identified historic structures and sites
- c. Cultural assets
- d. Historic architectural styles

Maps

- a. Historic sites, archeological features, historic districts and cultural assets

Housing and community design

Inventory

- a. Land in each residential zoning district
- b. Percentage of different housing types
- c. Mobile homes
- d. Rented, homesteaded, seasonal
- e. Affordable housing with deed restriction
- f. Restricted Covenants - ROGO
- g. General assessment of the condition of housing

Maps

- a. Existing types of residential uses
- b. Neighborhood revitalization areas

View Scapes

Inventory

- a. Environmental/ Hammock views
- b. Water views
- c. Views from the water
- d. Exceptional built environment views

Map

Viewing points and direction

Streetscape US 1 and Major Corridors

Inventory

- 1. Street plantings and other vegetation along street
- 2. Sign Inventory
- 3. Street Furniture
- 4. Scenic Hwy Info
- 5. Architectural Character
- 6. Setbacks

Map

Existing Conditions

Demographics

Full Census Information